

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Tax Auditor

Classification: Tax Auditor - Range A & B

Location Chicago

Section/Unit: Chicago MSA 370

Salary Range: A\$3,155-\$3,836; B\$3,715-\$4,742

Number of Vacancies: 8-10

Job Description: (includes typical duties)

Under the direction of an administrator, the Tax Auditor:

- Conducts audits of small to medium sized corporations;
- Independently plans and organizes multiple audits and completes them in an efficient manner;
- Obtains and analyzes facts and makes appropriate determinations that are fair and impartial;
- Conducts research using various sources;
- Communicates findings in writing and verbally in a complete and concise manner.

Required Knowledge, Skills, Abilities:

- Excellent written and verbal communication skills and strong interpersonal skills;
- Strong analytical skills, including the ability to analyze information and draw sound, well documented conclusions;
- Ability to be flexible in response to changing workloads and priorities;
- Ability to work both independently and as part of a team;
- Ability to gather information from multiple sources, understand and interpret tax law, contracts, and documents and make appropriate recommendations.

Desirable Experience/Qualifications:

- Strong accounting background/education;
- Willingness to travel

Mail or hand deliver your application by: Until Filled

Contact Person: Patricia.Crowder@ftb.ca.gov

Telephone Number: 312-759-4159

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Patricia Crowder

Special Instruction: **FTB Employees Hand Deliver or Route To** Patricia Crowder at M/S L-1

NOTE: Salary includes an additional out-of-state differential of \$346 a month if applicable.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.